



U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
San Francisco District Office

350 The Embarcadero, Suite 500
 San Francisco, CA 94105-1260
 (415) 625-5600
 TTY (415) 625-5610
 FAX (415) 625-5609

2004



EEO @ 40

San Francisco Seminar September 8-9

T echnical

A ssistance

P rogram

S eminar

Dear Friend,

On behalf of the U.S. EEOC, I am delighted to announce our two-day seminar: **"EEO @ 40,"** on **Wednesday, September 8, 2004** and **Thursday, September 9, 2004** at the beautiful and historic Stanford Court Hotel. Located on Nob Hill, the hotel is conveniently accessible by both California and Powell cable car lines.

EEO @ 40: ESSENTIAL LESSONS TO BUILD A BETTER WORKPLACE

In celebration of the 40th anniversary of the Civil Rights Act of 1964, which created the EEOC, we bring you insight into 4 decades of equal employment opportunity practices in the workplace - AND the best value for your training budget. Here are topics you and your peers have requested, user-friendly checklists, and an interactive approach to learning. Our workshop choices enable you to tailor our training to your needs, whether you are a beginner or seasoned HR professional.

Registration 8:00 am
 Start 9:00 am
 Lunch 1:15-2:30
 End 4:30 pm

To make workshop selection easier, we've clustered topics by theme. Pick one series per day, or mix and match according to your needs and interests:

"A" SERIES - Basics Day 1: "must know" information about our agency's laws, policies and procedures.

"B" SERIES - Practical tools for managers and supervisors: Peer Policy Clinic; do's, don'ts and record-keeping from 'Hire to Fire'; and dealing with reasonable accommodation

"C" SERIES - Handling Harassment: 'How to Investigate'; scenario practice; and retaliation issues

"X" SERIES - Basics Day 2: An introduction to Harassment and Disability

"Y" SERIES - Greatest Hits (in case you missed these on Day 1): do's, don'ts and record-keeping from 'Hire to Fire' and 'How to Investigate Harassment'

"Z" SERIES - Managing Diversity: Race, National Origin, Religion

SEXUAL HARASSMENT CLASSES - *Basic*: 'Harassment 101'; *Int./Advanced*: 'How to Investigate Harassment'; *Interactive*: 'You Be the Judge: Harassment Scenarios.'

DISABILITY CLASSES - *Basic*: 'Disability 101'; *Int./Advanced*: 'Disability and Leave'; *Interactive*: 'You Be the Judge: Disability Accommodation Scenarios.'

OTHER HIGHLIGHTS

"You Be the Judge"- these scenario-based workshops were so popular and effective, we've developed new topics. Discuss and evaluate fact patterns in a small group setting: harassment; reasonable accommodation; discipline and layoff cf. retaliation and constructive discharge; race, national origin and religion.

HOTEL INFORMATION

The Stanford Court
 A Renaissance Hotel
 905 California Street
 San Francisco, CA 94108
 Nob Hill, California at Powell
www.renaissancehotels.com/sfosc

(800) 227-4736

\$114 conference rate—
 mention "Equal Employment
 Opportunity Commission"
 and reserve by **August 9**

\$14 EARLY BIRD PARKING
 (in by 10am, out by 6pm)

2004



EEO @ 40

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EARLY BIRD discount
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Opportunity Commission"
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\$14 EARLY BIRD PARKING
(in by 10am, out by 6pm)

REGISTRATION INFORMATION

NEW! Register online:
www.eetraining.eeoc.gov
TEL **(800) 600- 6157**
TTY **(800) 600- 6158**
eeoc.traininginstitute@eeoc.gov

SEMINAR INFORMATION

Linda Li
TEL **(415) 625-5618**
FAX **(415) 625-5609**
linda.li@eeoc.gov

HIGHLIGHTS CONTINUED...

(Day 1) Plenary Session 1 EEO Best Practices Panel. I will lead a panel discussion with expert perspectives from defense and plaintiff points of view. Together, we'll examine the key components of a successful EEO program.

(Day 1) Workshop Session Peer Policy Clinic. Need to bring your EEO policies up to date? Then bring copies of your policies (sexual harassment policy, reasonable accommodation, etc.) to this workshop, so you can share the good, revise the bad and excise the ugly!

(Day 2) Plenary Session 2 Legal Updates. Learn how recent Supreme Court cases and other legal decisions apply to your workplace - presented by Regional Attorney William Tamayo.

(Day 2) Plenary Session 3 Disability & Leave. CA recently implemented its Family Temporary Disability insurance program. We'll present 2-3 scenarios to our panel of experts on state and federal law governing disability and leave, and let them explain the implications under these overlapping laws in concrete, practical terms.

(Day 2) Special Luncheon Speaker There is no better person to mark the 40th anniversary of the Civil Rights Act than Aileen C. Hernandez — appointed by President Lyndon Johnson as the first female EEOC Commissioner.

The price for the full-day program is \$295 per day, or \$590 for both days, and includes breakfast, lunch, and a seven volume EEO library on CD-ROM.

Register with credit card or check payment by August 9 to receive an early bird discount: \$275 per day or \$550 for both days.

If you require a hotel room, we've negotiated a great conference rate with the Stanford Court Hotel: \$114 plus tax per night. Call 1-800-227-4736 and mention "Equal Employment Opportunity Commission" also by August 9.

Please review our agenda, select your topics and register today to guarantee a seat. Registration is first-come, first-serve, on a space-available basis. For more information, please contact Seminar Coordinator Linda Li at TEL (415) 625-5618, TTY (415) 625-5610, e-mail linda.li@eeoc.gov and FAX (415) 625-5609.

Join us this September for a great experience!

A handwritten signature in black ink that reads "Joan Ehrlich".

Joan Ehrlich
District Director



plenary session 1 9:00 - 9:45 am

EEO Best Practices Panel

Joan Ehrlich, District Director
EEOC San Francisco District Office

workshop 1 10:00 - 11:30 amSELECT ONE TOPIC

1A Level: All
The ABC's of EEO
Our laws & the theories behind them.

1B Level: Int./Advanced
Peer Policy Clinic
Brainstorm with your peers to bring your EEO policies up to date. Facilitated by Director Ehrlich and Best Practices Panel.*

1C* Level: Int./Advanced
How to Investigate Harassment
A step-by-step guide to conducting an internal investigation.

workshop 2 11:45 am - 1:15 pmSELECT ONE TOPIC

2A Level: Basic
Responding to EEOC
Our investigation process and you: An employer's guide to smooth & timely interactions with EEOC.

2B* Level: Int./Advanced
Hire to Fire
Recruit, interview, promote, lay-off, terminate—Do's and Don'ts, plus how to keep records throughout the process.

2C Interactive
"You be the judge" Harassment Scenarios
A new set of patterns to examine, age harassment and a new twist on classic sexual harassment.

workshop 3 2:30 - 4:00 pmSELECT ONE TOPIC

3A Level: Basic
Mediation
Our alternative to investigation and litigation.

3B Interactive
"You be the judge" Disability Accommodation Scenarios
Practice identifying key concerns for providing reasonable accommodation.

3C Interactive
"You be the judge" Overlapping Issues of Retaliation, Constructive Discharge, Discipline & Layoff
27.9% of all EEOC charges filed nationwide involve retaliation: learn to spot issues from these case studies.

***1B NOTE:** If selecting this workshop, please bring copies of your EEO policies to share as models and for peer critique



plenary session 2 9:00 - 9:45 am

Legal Updates

William Tamayo, Regional Attorney
EEOC - San Francisco District Office

workshop 4 10:00 - 11:30 am.....SELECT ONE TOPIC

4X Level: Basic

Harassment 101

Key concepts, laws and best practices.

4Y* Level: Basic-Int.

Hire to Fire

Recruit, interview, promote, lay-off, terminate—
Do's and Don'ts, plus how to keep records throughout the process.

4Z Level: Basic-Int.

Managing Difference

Workplace differences as an asset – not a liability: dealing with issues of ethnicity, national origin, and religion.

workshop 5 11:45 am - 1:15 pmSELECT ONE TOPIC

5X Level: Basic

Disability 101

Key concepts, laws and best practices.

5Y* Level: Int./Advanced

How to Investigate Harassment

A step-by-step guide to conducting an internal investigation.

5Z Interactive

"You be the judge" Race, National Origin, Religion Scenarios

Apply your learning and experience to case studies on managing diversity.



plenary session 3 2:30 - 4:00 pm

Disability and Leave

This was too good not to share with all participants!

On July 1, 2004, California implemented its Paid Family Leave insurance program (also known as the Family Temporary Disability insurance program). Find out how this new program interacts with your responsibilities under state and federal law governing disability and leave. Our panel of experts will use hypothetical scenarios to explain these overlapping laws in concrete, practical terms.



EEO @ 40

SAN FRANCISCO SEMINAR

Wednesday, September 8

Thursday, September 9

Registration 8:00 am

Start 9:00 am

Lunch 1:15-2:30

End 4:30 pm

THREE WAYS TO REGISTER

☐ ONLINE

www.eeotraining.eeoc.gov

☐ MAIL EEOC Training

PO Box 83933

Gaithersburg, MD

20883-3933

☐ FAX 301.545.0718

REGISTRATION INFORMATION

TEL (800) 600- 6157

TTY (800) 600- 6158

eeoc.traininginstitute@eeoc.gov

PROGRAM INFORMATION

Linda Li

TEL (415) 625-5618

FAX (415) 625-5609

linda.li@eeoc.gov

REGISTRATION POLICY

REGISTRATION: NEW! For immediate confirmation, REGISTER ON-LINE with a credit card at www.eeotraining.eeoc.gov. You can also fax your registration form and credit card payment to (301) 545-0718. Or mail registration and payment to: EEOC Training, PO Box 83933, Gaithersburg, MD 20883-3933 Be sure to include your choice of Day 1, Day 2 or both, and your workshop selections.

FEE: \$295 per day or \$590 for both days - Includes full-day session with continental breakfast, lunch, and a CD rom seven volume EEO library. **Fee must accompany registration.** Credit card payment preferred. Check and government agency purchase orders are also accepted.

EARLY BIRD PRICE: \$275 per day or \$550 for both days - only if payment by credit card or check is received by August 9, 2004. Payments by government purchase orders are not eligible.

PAYING BY GOVERNMENT PURCHASE ORDER: FEDERAL P.O. You must provide a copy of the purchase order, your agency's 9 digit tax identification number, and your agency's 8 digit Agency Location Code – ***If any items are missing, we will not be able to confirm you for the seminar.*** The ALC number is the 8 digit agency location code requested on line 24 of the federal government SF 182 training form. **STATE/ LOCAL GOVERNMENT P.O.** Provide billing address where the invoice should be mailed.

CONFIRMATION: Registrants will receive written email or fax confirmation upon receipt of registration application and fee. **EEOC TAX ID NUMBER - 520-81-2909**

CANCELLATION/NO-SHOW POLICY: Cancellations received more than 7 business days in advance of a course are eligible for a refund less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar.

REASONABLE ACCOMMODATION REQUESTS: Please indicate requirement on the registration application. We will call you regarding accommodatin requests.

EDUCATION CREDITS: Human Resource Certification Institute (HCRI) credit for recertification is available hour for hour. California Continuing Legal Education credit has been requested. Attending either day of this seminar meets the yearly 8 hour training requirement for federal agency EEO investigators.

HOTEL ARRANGEMENTS: Registrants are responsible for their own hotel and travel arrangements. Contact THE STANFORD COURT at 1-800-227-4736 by August 9, 2004, and mention "Equal Employment Opportunity Commission" for **\$114** (++) per night) **conference rate** 905 California Street, San Francisco, CA 94108 www.renaissancehotels.com/sfosc
Amenities include:

- Complimentary tray of coffee, hot chocolate or tea delivered with wake-up call
- Complimentary use of Fitness Center
- Complimentary newspaper delivered Monday-Friday
- Complimentary Town Car Service in downtown area Monday-Friday 7 am – 3 pm
- No surcharge on 800# collect calls and credit card calls
- Complimentary overnight shoeshine



2004 REGISTRATION FORM

EEO @ 40 - TAPS Seminar, Stanford Court Hotel, San Francisco, CA

Please use a separate form for each attendee, and mark your choice of date/s and workshops.

3 WAYS TO REGISTER

☐ **ONLINE** www.eeotraining.eeoc.gov

☐ **MAIL FORM + PAYMENT TO**

EEOC Training PO Box 83933
Gaithersburg, MD 20883-3933

☐ **FAX FORM + CREDIT CARD PAYMENT TO**
301.545.0718

☐ Enroll me for **DAY 1 September 8, 2004**

BEST PRACTICES PANEL 9:00a Plenary
select one: ☐1A ☐1B ☐1C 10:00a Workshop
select one: ☐2A ☐2B ☐2C 11:45a Workshop
select one: ☐3A ☐3B ☐3C 2:30p Workshop

☐ Enroll me for **DAY 2 September 9, 2004**

LEGAL UPDATES 9:00a Plenary
select one: ☐4X ☐4Y ☐4Z 10:00a Workshop
select one: ☐5X ☐5Y ☐5Z 11:45a Workshop
DISABILITY & LEAVE 2:30p Plenary

print Mr./Ms./Mrs. First Name _____ Last: _____ MI: _____

Job Title: _____

Business / Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: () _____ (if TTY, please check here ☐)

Fax: () _____ Company/Agency Tax ID Number _____

Do you require a reasonable accommodation, due to a disability, to attend this program? ☐ yes ☐ no

Describe accommodation requested or special diet needed: _____

total payment enclosed

☐ \$295 one day ☐ \$590 both days

EARLY BIRD (only if credit card or check received by 8/9/04) ☐ \$275 one day ☐ \$550 both days

method of payment

EEOC TAX ID # 520-81-2909

☐ **CREDIT CARD** – ☐ VISA ☐ MasterCard ☐ American Express ☐ Discover

Account Number _____ Expiration Date _____

Card Holder Name (print) _____

Signature _____ Date Signed _____

Email Address of Card Holder _____

☐ **CHECK** payable to EEOC *Please note name(s) of participants on payment.*

☐ **FEDERAL GOV'T PURCHASE ORDER** 8 digit Agency Location Code **(Required)** _____

☐ **STATE OR LOCAL GOVERNMENT PURCHASE ORDER**

Would you like to receive future mailings/email on upcoming EEOC training events or products? ☐ Yes ☐ No

Have you previously attended an EEOC sponsored seminar, course or conference? ☐ Yes ☐ No

Number of employees at your facility? ☐ Under 50 ☐ 50-99 ☐ 100-249 ☐ 250-499 ☐ 500-999 ☐ 1,000-1,999 ☐ 2,000+

Your Organization's Business or Industry Type:

- | | |
|---|---|
| <input type="checkbox"/> Federal Government | <input type="checkbox"/> Finance/ Insurance |
| <input type="checkbox"/> State Government | <input type="checkbox"/> Health Care |
| <input type="checkbox"/> Local Government | <input type="checkbox"/> Services, Private |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Construction |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> College/ Universities |
| <input type="checkbox"/> Utilities | <input type="checkbox"/> Primary/ Secondary Schools |
| <input type="checkbox"/> Wholesale Trade | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Retail Trade | |

Your Position Category:

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> President/ CEO/ Owner | <input type="checkbox"/> EEO Staff |
| <input type="checkbox"/> HR Manager/ Director | <input type="checkbox"/> Attorney |
| <input type="checkbox"/> Non-HR Manager/ Director | <input type="checkbox"/> Mediator |
| <input type="checkbox"/> HR Supervisor | <input type="checkbox"/> Consultant |
| <input type="checkbox"/> Non-HR Supervisor | |
| <input type="checkbox"/> HR Generalist/ Staff | |
| <input type="checkbox"/> Union Representative | |
| <input type="checkbox"/> Other _____ | |